

(TO BE PUBLISHED IN PART II, SECTION 3, SUB SECTION (I) OF THE  
GAZETTE OF INDIA

Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

---

New Delhi dated the 16<sup>th</sup> September, 2005

## **NOTIFICATION**

**G.S.R....., in exercise of the powers conferred by clauses(b) and (c) of Sub section (2) of Section 27 of the Right to Information Act, 2005 (22 Of 2005), the Central Government makes the following rules, namely :-**

- 1. Short title and commencement – (1) these rules may be called the Right to Information (Regulation of Fees and Cost) Rules, 2005.**
- (2) They shall come into force on the date of their publication in the official gazette.**
- 2. Definitions- In the rules, unless the context otherwise requires, -**
  - (a) “Act” means the Right to Information Act, 2005.**
  - (b) “Section” means section of the Act.**
  - (c) all other words and expressions used herein but not defined and defined the act shall have the meanings assigned to them in the Act.**
- 3. A request for obtaining information under subsection (1) of Section 6 shall be accompanied by an application fee of Rs. 10/- by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts officer of the Public authority.**
- 4. For providing the information under Subsection(1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates:-**
  - (a) Rs. 2/- for each page (in A-4 or A-3 size paper), created or copied;**
  - (b) actual charge or cost price of a copy in larger size paper;**
  - (c) actual cost or price for samples or models; and**
  - (d) for inspection of records, no fee for the first hour; and the fee of Rs. 5/- for each fifteen minutes (or fraction thereof) thereafter.**

5. For providing the information under Sub section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts officer of the public Authority at the following rates:

- a) for information provided in diskette or floppy – Rs. 50/- per diskette or floppy; and
- b) for information provided in printed form at the price fixed for such publication or Rs. two per page of photocopy for extracts from the publication.

Sd/-  
(Hari Kumar)  
Director

[ F.No. 34012/8(s)/2005-Estt.(B)]

To

The Manager,  
Government of India Press,  
Mayapuri, New Delhi.

No. 34012/8(s)/2005-Estt.(B)      New Delhi, dated the 16<sup>th</sup> September, 2005

Copy to:-

1. All Ministries / Departments of the Government of India
2. Comptroller & Auditor General of India, New Delhi
3. Union Public Service Commission, New Delhi
4. Central Vigilance Commission, New Delhi
5. Central Bureau of Investigation, New Delhi
6. Chief Secretaries of State Governments and Union Territory Administrations
7. Lok Sabha / Rajya Sabha Secretariat
8. All attached and subordinate offices of the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs
9. All Officers and sections of the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs.

Sd/-  
(Hari Kumar)  
Director

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**ADMINISTRATIVE REFORMS DEPARTMENT**  
**7<sup>TH</sup> LEVEL, C-WING, DELHI SECRETARIAT, NEW DELHI – 2.**  
**<http://ar.delhigovt.nic.in>**

No.F. 13/9/05/AR/12098 - 12247

Dated: 28.9.2005

To

**All Principal Secretaries / Secretaries / Heads of departments  
under GNCTD / Autonomous Bodies / Undertakingsx and  
Local Bodies**

Sub: RTI Act, 2005 – “The Right to Information (Regulation of Fee and Cost) rules, 2005”.

Sir / Madam,

Please find enclosed herewith a copy of Notification dated 16<sup>th</sup> September, 2005 issued by the Government of India, Ministry of Personnel, Public Grievances and Pensions (DOPT) i.e, The Right to Information (Regulation of Fee and Cost) Rules, 2005”.

It is requested that the above notification may please be brought to the notice of all the State Public Information Officers / State Assistant Public Information Officers and Appellate Authorities for strict compliance in connection with implementation of the Right to Information Act, 2005.

Yours faithfully,

Encl: As above.

**( PRAKASH KUMAR )  
SECRETARY (AR)**

[To be published in Part II, Section 3, Sub-section (i) of the Gazette of India, Extra-ordinary dated the 28<sup>th</sup> October, 2005]

**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**(Department of Personnel and Training)**

New Delhi dated 28<sup>th</sup> October, 2005

**Notification**

GSR.....(E).\_ In exercise of the powers conferred by clauses (e) and (f) of sub-section (2) of section 27 of the Right to Information Act, 2005 (22 of 2005), the Central Government hereby makes the following rules, namely:-

1. **Short title and commencement.-** (1) These rules may be called the Central Information Commission (Appeal Procedure) Rules, 2005.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions -** In these rules, unless the context otherwise requires,-  
(a) “Act” means the Right to Information Act, 2005;  
(b) “section” means section of the Act;  
(c) “Commission” means the Central Information Commission;  
(d) words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in that Act.

3. **Contents of appeal.-** An appeal to the Commission shall contain the following information, namely :-

- (i) name and address of the appellant;
- (ii) name and address of the Central Public Information Officer against the decision of whom the appeal is preferred;
- (iii) particulars of the order including number, if any, against which the appeal is preferred;
- (iv) brief facts leading to the appeal
- (v) if the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name and address of the Central Public Information Officer to whom the application was made;

- (vi) prayer or relief sought;
- (vii) grounds for the prayer or relief;
- (viii) verification by the appellant; and
- (ix) any other information which the Commission may deem necessary for deciding the appeal.

4. **Documents to accompany appeal.-** Every appeal made to the Commission shall be accompanied by the following documents, namely :-

- (i) self-attested copies of the Orders or documents against which the appeal is being preferred;
- (ii) copies of documents relied upon by the appellant and referred to in the appeal; and
- (iii) an index of the documents referred to in the appeal.

5. **Procedure in deciding appeal.-** In deciding the appeal the Commission may,-

- (i) hear oral or written evidence on oath or on affidavit from concerned or interested person;
- (ii) peruse or inspect documents, public records or copies thereof;
- (iii) inquire through authorised officer further details or facts;
- (iv) hear Central Public Information Officer, Central Assistant Public Information Officer or such Senior Officer who decide the first appeal, or such person against whom the complaint is made, as the case may be;
- (v) hear third party; and
- (vi) receive evidence on affidavits from Central Public Information Officer, Central Assistant Public Information Officer, such Senior Officer who decided the first appeal, such person against whom the complaint lies or the third party.

6. **Service of notice by Commission.-** Notice to be issued by the Commission may be served in any of the following modes, namely :-

- (i) service by the party itself;
- (ii) by hand delivery (dasti) through Process Server;
- (iii) by registered post with acknowledgement due; or
- (iv) through Head of office or Department.

7. **Personal presence of the appellant or complainant.-** (1) The appellant or the complainant, as the case may be, shall in every case be informed of the date of hearing at least seven clear days before that date.

(2) The appellant or the complainant, as the case may be, may at his discretion at the time of hearing of the appeal or complaint by the Commission be present in person or through his duly authorised representative or may opt not to be present.

(3) Where the Commission is satisfied that the circumstances exist due to which the appellant or the complainant, as the case may be, is being prevented from attending the hearing of the Commission, then, the Commission may afford the appellant or the complainant, as the case may be, another opportunity of being heard before a final decision is taken or take any other appropriate action as it may deem fit.

(4) The appellant or the complainant, as the case may be, may seek the assistance of any person in the process of the appeal while presenting his points and the person representing him may not be a legal practitioner.

8. **Order of the Commission.-** Order of the Commission shall be pronounced in open proceedings and be in writing duly authenticated by the Registrar or any other officer authorised by the Commission for this purpose.

[F.No. 1/4/2005-IR]



(T.Jacob)

Joint Secretary to the Government of India

To

The Manager,  
Government of India Press,  
Mayapuri, New Delhi.

**No. 1/4/2005-IR**

**New Delhi, dated the 28<sup>th</sup> October, 2005.**

Copy to :

1. All Ministries/Departments of the Government of India.
2. Comptroller and Auditor General of India, New Delhi.
3. Union Public Service Commission, New Delhi.
4. Central Vigilance Commission, New Delhi.
5. Central Bureau of Investigation, New Delhi.
6. Chief Secretaries of State Governments and Union Territory Administrations.
7. Lok Sabha/Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs.
9. All Officers and Sections of the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs.

(Hari Kumar)  
Director



# भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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No. 210]

नई दिल्ली, बुधस्वतिवार, मई 18, 2006/वैशाख 28, 1928,

NEW DELHI, THURSDAY, MAY 18, 2006/VAISAKHA 28, 1928

कार्मिक, लोक शिकायत और पेंशन मंत्रालय

( कार्मिक और प्रशिक्षण विभाग )

अधिसूचना

नई दिल्ली, 17 मई, 2006

सा.का.नि. 294(अ).—केन्द्रीय सरकार, सूचना का अधिकार अधिनियम, 2005 (2005 का 22) की धारा 27 की उप-धारा (2) के खंड (ख) और खंड (ग) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, सूचना का अधिकार (फीस और लागत का विनियमन) नियम, 2005 का और संशोधन करने के लिए निम्नलिखित नियम बनाती है, अर्थात् :—

1. संक्षिप्त नाम और प्रारंभ.—(1) इन नियमों का संक्षिप्त नाम सूचना का अधिकार (फीस और लागत का विनियमन) संशोधन नियम, 2006 है।

(2) ये राजपत्र में प्रकाशन की तारीख को प्रवृत्त होंगे।

2. सूचना का अधिकार (फीस और लागत का विनियमन) नियम, 2005 में,—

(क) नियम 3 में, “बैंकर चैक” शब्दों के पश्चात्, “या भारतीय पोस्टल आर्डर” शब्द अंतःस्थापित किए जाएंगे;

(ख) नियम 4 में, “बैंकर चैक” शब्दों के पश्चात्, “या भारतीय पोस्टल आर्डर” शब्द अंतःस्थापित किए जाएंगे ;

(ग) नियम 5 में, “बैंकर चैक” शब्दों के पश्चात्, “या भारतीय पोस्टल आर्डर” शब्द अंतःस्थापित किए जाएंगे ;

[फा. सं. 34012/8(एस.)/2005-स्था. (बी.)]

सी. बी. पालीवाल, संयुक्त सचिव

टिप्पण :—मूल नियम, भारत के राजपत्र, असाधारण, भाग II, खंड 3, उप-खंड (i), तारीख 1 अक्टूबर, 2005 में, सं. सा.का.नि. 336(अ) तारीख 16 सितंबर, 2005 द्वारा प्रकाशित किए गए थे और सं. सा.का.नि. 649(अ), तारीख 27 अक्टूबर, 2005 द्वारा संशोधित किए गए थे।



## MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel &amp; Training)

## NOTIFICATION

New Delhi, the 17th May, 2006

**G.S.R. 294(E).**—In exercise of the powers conferred by clauses (b) and (c) of Sub-section (2) of Section 27 of the Right to Information Act, 2005 (22 of 2005), the Central Government hereby makes the following rules further to amend the Right to Information (Regulation of Fee and Cost) Rules, 2005, namely :—

1. **Short Title and Commencement.**—(1) These rules may be called the Right to Information (Regulation of Fee and Cost) Amendment Rules, 2006.

(2) They shall come into force on the date of their publication in the Official Gazette.

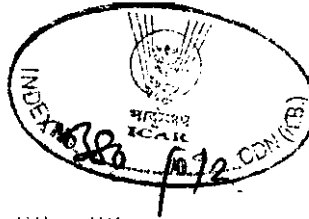
2. In the Right to Information (Regulation of Fee and Cost) Rules, 2005,—

- (a) in rule 3, after the words “bankers cheque”, the words “or Indian Postal Order” shall be inserted ;
- (b) in rule 4, after the words “bankers cheque”, the words “or Indian Postal Order” shall be inserted ;
- (c) in rule 5, after the words “bankers cheque”, the words “or Indian Postal Order” shall be inserted ;

[F.No. 34012/8(S)/2005-Estt. (B)]

C. B. PALIWAL, Jt. Secy.

**Note :—**The principal rules were published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (i), dated the 1st October, 2005 *vide* number G.S.R. 336 dated the 16th September, 2005 and were amended *vide* number G.S.R. 649(E) dated the 27th October, 2005.



**RTI Matter**



**भारतीय कृषि अनुसंधान परिषद  
INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
कृषि भवन : नई दिल्ली  
KRISHI BHAVAN : NEW DELHI**

**No. F.1(4)/2010 – CR(A)&RTI**

**Dated : December 6, 2012**

**ENDORSEMENT**

Ministry of Personnel, PG & Pensions, Department of Personnel & Training, Government of India, New Delhi has issued notification dt. 31<sup>st</sup> July, 2012 regarding Right to Information Rules, 2012. The above mentioned notification is being uploaded on the ICAR Website [www.icar.org.in](http://www.icar.org.in) for information and guidance.

*(Signature)*

**( K.N. CHOUDHARY )  
DEPUTY SECRETARY (ADMN.)  
Tel. 011-23386978**

**Distribution:**

1. The Directors/ Appellate Authorities/ CPIOs/ APIOs of all ICAR Institutes/ NRCs/ PDs/ Bureaux/ ZPDs.
2. All Appellate Authorities/ CPIOs at ICAR Hqrs.
3. Sr. PPS to Secretary (DARE) & DG, ICAR/ PPS to AS(DARE) & Secretary, ICAR/ PPS to AS&FA, DARE/ICAR/ PPS to Chairman, ASRB.
4. ADG(PIM)/ ADG(CDN)/ Proj. Dir.(DKMA), ICAR.
5. All Officers/ Sections at ICAR Hqrs. at KB/ KAB-I/ KAB-II/ NASC Complex.
- ✓ 6. ARIC, ICAR for placing this circular under RTI Act on the Council's website.

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

NOTIFICATION

New Delhi, the 31st July, 2012

**G.S.R. 603(E).**—In exercise of the powers conferred by Section 27 of the Right to Information Act, 2005 (22 of 2005) and in supersession of the Central Information Commission (Appeal Procedure) Rules, 2005 and the Right to Information (Regulation of Fee and Cost) Rules, 2005 except as respects things done or omitted to be done before such supersession, the Central Government hereby makes the following rules, namely :—

1. **Short title and commencement.**—(1) These rules may be called the Right to Information Rules, 2012.  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions.**—In these rules, unless the context otherwise requires,—
  - (a) "Act" means the Right to Information Act, 2005 (22 of 2005);
  - (b) "Commission" means the Central Information Commission constituted under sub-section (1) of Section 12 of the Act;
  - (c) "First Appellate Authority" means an officer in the public authority who is senior in rank to the Central Public Information Officer to whom an appeal under sub-section (1) of Section 19 of the Act lies;
  - (d) "Registrar" means an officer of the Commission so designated and includes an Additional Registrar, Joint Registrar and Deputy Registrar;
  - (e) "Section" means a Section of the Act;
  - (f) all other words and expressions used herein but not defined in these rules shall have the same meanings assigned to them in the Act.

2848 GI/12-2

**3. Application Fee.**—An application under sub-section (1) of Section 6 of the Act shall be accompanied by a fee of rupees ten and shall ordinarily not contain more than five hundred words, excluding annexures, containing address of the Central Public Information Officer and that of the applicant:

Provided that no application shall be rejected only on the ground that it contains more than five hundred words.

**4. Fees for providing information.**—Fee for providing information under sub-section (4) of Section 4 and sub-sections (1) and (5) of Section 7 of the Act shall be charged at the following rates, namely:—

- (a) rupees two for each page in A-3 or smaller size paper;
- (b) actual cost or price of a photocopy in large size paper;
- (c) actual cost or price for samples or models;
- (d) rupees fifty per diskette or floppy;
- (e) price fixed for a publication or rupees two per page of photocopy for extracts from the publication;
- (f) no fee for inspection of records for the first hour of inspection and a fee of rupees 5 for each subsequent hour or fraction thereof; and
- (g) so much of postal charge involved in supply of information that exceeds fifty rupees.

**5. Exemption from Payment of Fee.**—No fee under rule 3 and rule 4 shall be charged from any person who is below poverty line provided a copy of the certificate issued by the appropriate Government in this regard is submitted along with the application.

**6. Mode of Payment of fee.**—Fees under these rules may be paid in any of the following manner, namely:—

- (a) in cash, to the public authority or to the Central Assistant Public Information Officer of the public authority, as the case may be, against a proper receipt; or
- (b) by demand draft or bankers cheque or Indian Postal Order payable to the Accounts Officer of the public authority; or
- (c) by electronic means to the Accounts Officer of the public authority, if facility for receiving fees through electronic means is available with the public authority.

**7. Appointment of Secretary to the Commission.**—The Central Government shall appoint an officer not below the rank of Additional Secretary to the Government of India as Secretary to the Commission.

**8. Appeal to the Commission.**—Any person aggrieved by an order passed by the First Appellate Authority or by non-disposal of his appeal by the First Appellate Authority, may file an appeal to the Commission in the format given in the Appendix and shall be accompanied by the following documents, duly authenticated and verified by the appellant, namely:—

- (i) a copy of the application submitted to the Central Public Information Officer;
- (ii) a copy of the reply received, if any, from the Central Public Information Officer;
- (iii) a copy of the appeal made to the First Appellate Authority;
- (iv) a copy of the Order received, if any, from the First Appellate Authority;
- (v) copies of other documents relied upon by the appellant and referred to in his appeal; and
- (vi) an index of the documents referred to in the appeal.

**9. Return of Appeal.**—An appeal may be returned to the appellant, if it is not accompanied by the documents as specified in rule 8, for removing the deficiencies and filing the appeal complete in all respects.

**10. Process of appeal.**—(1) On receipt of an appeal, if the Commission is not satisfied that it is a fit case to proceed with, it may, after giving an opportunity of being heard to the appellant and after recording its reasons, dismiss the appeal:

Provided that no appeal shall be dismissed only on the ground that it has not been made in the specified format if it is accompanied by documents as specified in rule 8.

(2) The Commission shall not consider an appeal unless it is satisfied that the appellant has availed of all the remedies available to him under the Act.

(3) For the purposes of sub-rule (2), a person shall be deemed to have availed of all the remedies available to him under the Act:

- (a) if he had filed an appeal before the First Appellate Authority and the First Appellate Authority or any other person competent to pass order on such appeal had made a final order on the appeal; or
- (b) where no final order has been made by the First Appellate Authority with regard to the appeal preferred, and a period of forty five days from the date on which such appeal was preferred has elapsed.

**11. Procedure for deciding appeals.**—The Commission, while deciding an appeal may,—

- (i) receive oral or written evidence on oath or on affidavit from concerned or interested person;
- (ii) peruse or inspect documents, public records or copies thereof;
- (iii) inquire through authorised officer further details or facts;
- (iv) hear Central Public Information Officer, Central Assistant Public Information Officer or the First Appellate Authority, or such person against whose action the appeal is preferred, as the case may be;
- (v) hear third party; and
- (vi) receive evidence on affidavits from Central Public Information Officer, Central Assistant Public Information Officer, First Appellate Authority and such other person against whom the appeal lies or the third party.

**12. Presence of the appellant before the Commission.**—(1) The appellant shall be informed of the date at least seven clear days before the date of hearing.

- (2) The appellant may be present in person or through his duly authorised representative or through video conferencing, if the facility of video conferencing is available, at the time of hearing of the appeal by the Commission.
- (3) Where the Commission is satisfied that the circumstances exist due to which the appellant is unable to attend the hearing, then, the Commission may afford the appellant another opportunity of being heard before a final decision is taken or take any other appropriate action as it may deem fit.

**13. Presentation by the Public Authority.**—The public authority may authorise any representative or any of its officers to present its case.

**14. Service of notice by Commission.**—The Commission may issue the notice by name, which shall be served in any of the following modes, namely:—

- (i) service by the party itself;
- (ii) by hand delivery (dasti) through Process Server;
- (iii) by registered post with acknowledgement due;
- (iv) by electronic mail in case electronic address is available.

**15. Order of the Commission.**—The order of the Commission shall be in writing and issued under the seal of the Commission duly authenticated by the Registrar or any other officer authorised by the Commission for this purpose.

[F. No. 1/35/2009-IR]

MANOJ JOSHI, Jt. Secy.

APPENDIX

#### FORMAT OF APPEAL

(See Rule 8)

1. Name and address of the appellant
2. Name and address of the Central Public Information Officer to whom the application was addressed
3. Name and address of the Central Public Information Officer who gave reply to the Application

4. Name and address of the First Appellate Authority Who decided the First Appeal
5. Particulars of the application
6. Particulars of the order(s) including number, if any, against which the appeal is preferred
7. Brief facts leading to the appeal
8. Prayer or relief sought
9. Grounds for the prayer or relief
10. Any other information relevant to the appeal
11. Verification/authentication by the appellant